**CPTH Education Fellow**

**Title:** CPTH Education Fellow (2 posts)

**Duration of role:** SLA - 12 months commencing September 2024

**Salary:** £285/session (self-employed)

**Hours of work:** 1 session per week (4h 10 minutes)

**Location**: Cambridgeshire and Peterborough, remote working

**Accountability:** Training Hub Project Manager

**Job Purpose:**

**This is a 1 year post to work on an educational project with the Training Hub.**

The Training Hub is responsible for initiatives that attract, develop and support the General Practice workforce in Cambridgeshire and Peterborough. The service is funded through NHSE funding.

The role is for 12 months and will include the course fees to be met for the Post Graduate Certificate in Medical Education, with the expectation the programme will be commenced in September 2024.

The post is dependent on the candidate’s successful application on to the competitive University of Cambridge PGCert/PG Dip programme at ICE in Cambridge. https://www.ice.cam.ac.uk/course/postgraduate-certificate-medical-education

In this role you will be supported and work closely with the Training hub and local senior educators across NHS-E to develop resources, networks and understanding of an educational area agreed.

You will be welcomed into the Training Hub team and connected with mentors and peers. You will be expected to work closely with the project managers, providing regular fixed hours with flexibility as needed.

We will agree project aims, objectives and deliverables at the start of the post, and review these regularly with you. You will be offered an induction and regular check in meetings and mentoring as you work independently and remotely to deliver the agreed project aims. You will be expected to undertake the PGCert study days and course-work additionally in your own time (estimated to be around 300 hours of study over the year for a 30 credit course, much of which will be relevant to, and inform, the work you are doing within your project area).

https://www.ice.cam.ac.uk/course/postgraduate-certificate-medical-education

We have 2 project priorities outlined below, which we are recruiting to for September 24.

**Payment and Timeframes**

Each education fellow is expected to be available for 1 session a week, ideally to be worked on a Tuesday, with flexibility.

**The role summary is not intended to be an exhaustive list of duties, it aims to highlight the main responsibilities of the post.**

**Support to Settle Project**

With many new GPs, and more national and international movement of staff, the need to help clinicians settle locally and build networks is essential for wellbeing, retention and effective professional development.

There is much work going on in individual areas, at different career stages (GP trainee, ST1, international recruitment, GP fellowships, return to practice)

This project will look at best practice and local networks, building on the work done by the Training

Hub and NHS-E in induction, welcome and support for new to area clinicians. This will tie in with the equality and diversity work that is a priority for the Training Hub to identify and remove barriers which prevent individuals from support and resources.

The successful applicant will bring recent lived experience in settling in C&P to the project, and help define the scope.

The successful candidate will work closely with

Jo Jones, project manager and EDI lead,

Emma Hamilton (TPD year 1, Peterborough TPD)

Kate Lowery (GP education lead)

Mentor: Katie Keller (Training Hub clinical lead)

This role will provide an opportunity for a GP post CCT to progress their skills in designing, developing, and facilitating effective education alongside expanding knowledge of the differing needs of the diverse workforce in Cambridgeshire and Peterborough.

Developing cross system working, the post holder will bring together learning from the experience of local TPDs in supporting GP trainees as they transition from hospital to general practice; from the fellowship team as they support GPs as they transition into the workplace, and from the wider multiprofessional training hub team, supporting new clinicians to area.

**Role and Responsibilities (Suggested areas)**

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| Gather local intelligence on local staff networking groups within the C&P area **Output: Connect local networks and work on advertising to make them accessible to the Cambridgeshire and Peterborough workforce.** |
| Assimilate the intelligence gathered to identify training and development opportunities **Output: Report on the findings identifying key groups in need of specific support (IMGs, location of PCNs, stage in career etc), and advise on additional programmes to meet these needs.** |
| Connect with the General Practice participants of Above Difference to support the integration of the learning across the whole of the C&P workforce. **Output: Advise CPTH how system initiatives and leadership initiatives can be translated into networked learning and reverse mentoring in primary care to help support education to reduce health inequalities across C&P.** |
| Work with the New to Practice Fellowship team  **Output: extend and develop resource** |
| Review the Training Hub’s 2 day multiprofessional induction programme from a GP perspective.  **Output: Advise on amendments or adaptations required for GPs new to area** |
| Develop accessible resources for embedding clinicians into local GP practices and PCNs to connect a diverse workforce **Output: Review and develop a multiprofessional welcome pack, with additional resources that can be individualised** |

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| **Person Specification – Support and Settle Project** | |
| **Essential** | **Desirable** |
| **Experience** | |
| * Post CCT GP * Working 3 clinical sessions per week/12 clinical sessions a month in a Cambridgeshire and Peterborough practice * Good understanding of GP retention initiatives in Cambridgeshire and Peterborough supported by the Training Hub * If currently part of the New to Practice Fellowship, must be in year 2. | * Experience on a fellowship scheme, particularly the New to Practice scheme * Demonstrate active participation in Cambridgeshire and Peterborough GP retention initiatives supported by the Training Hub * Lived experience of joining the Cambridgeshire and Peterborough workforce, either as new to area or internationally educated. |
| **Essential** | **Desirable** |
| **Skills** | |
| * Motivational and negotiating skills to encourage collaborative working. * Competent with Microsoft products with the ability to present effectively for a range of audiences using Teams, Outlook, Word, Excel and PowerPoint. * Excellent interpersonal and communication skills. | * Demonstrate capability to plan over short, medium and long-term timeframes and adjust plans and resource requirements accordingly. |
| **Essential** | **Desirable** |
| **Behaviours and Values** | |
| * Ability to build relationships with a wide range of stakeholders. * Work as part of a wider team to foster a growth in culture of positive learning environment for all learners. | * Skilfulness in providing feedback which, at times, may be challenging and require negotiation of difficult conversations. * Ability to prepare and produce concise yet insightful communications for dissemination to a broad range of stakeholders, including those who are in a senior role |
| **Essential** | **Desirable** |
| **Personal Qualities** |  |
| * Enthusiasm, adaptable and ’can do’ attitude.      * Ability to listen to needs of others. * Self-motivated and a motivator of others * High expectations for quality |  |
| **Person Specification** | |
| **Essential** | **Desirable** |

**Educator Community of Practice Project**

The expansion of team members and roles in General Practice has been hugely successful through the last five years of recruitment and place based PCN working.

Primary care educators are key to the delivery of student placements and staff development in practices and PCNs, growing and sustaining teams able to provide high quality, safe, patient care.

There has been much work done in the field of medical education to understand communities of practice and the importance of formal and informal networks in socially situated learning.

Embedding new and retaining current educators is essential for us to deliver the NHS long term workforce plan and further expansion of learner placements alongside changing ways of teaching and learning afforded by technological advancements.

This project is designed to capture and describe the current networked learning and CPD which C&P educators are involved in through traditional CPD methods, trainer’s workshops and Practice and PCN training teams.

The aim of the project is to understand local educator retention, describe what support locally thriving networks need to adapt to the changing environment, and to understand what is important for educators to help them fulfil this important role within C&P.

We would hope to support publication of findings in a suitable journal, or submitted for poster presentation at RCGP conference in 2025.

The successful candidate will work closely with

Camilla Tilbury, (NHSE WTE C&P Associate Dean)

Fiona Leckie (CPTH Quality & Expansion lead)

Jo Jones – Quality Project Manager

Mentor: Katie Keller

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| Work with the trainer’s workshops across patch to understand and share learning of best practice. **Output: Advise on and develop opportunities to share the learning including website, events and communication/newsletters. Work towards a poster presentation or publication with RCGP** |
| Develop accessible guidance to enable C&P educators to meet their CPD requirements for appraisal and reapproval. **Output: Consider and deliver what opportunities could be delivered to support this.** |
| Connect with HEEs Differential Attainment (DA) Leads to access the support toolkit and guidance on reducing differential attainment. (Based on new Oversight KPI 12 from NHSE) **Output: Report on the findings and identifying where Training Hub can support and what we can do to promote the toolkit and guidance.** |
| To work with the expansion and quality team to deliver local educator support initiatives as are agreed through the year.  **Output: Support with the development and facilitation of these initiatives.** |

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| **Person Specification** | |
| **Essential** | **Desirable** |
| **Experience** | |
| * Minimum 3 years post CCT GP * Working 3 clinical sessions per week/12 clinical sessions a month in a Cambridgeshire and Peterborough practice * Good understanding of GP retention initiatives in Cambridgeshire and Peterborough supported by the Training Hub * Tier 3 or 4 GP educator * Active member of local educator community | * Demonstrate active participation in Cambridgeshire and Peterborough GP retention initiatives supported by the Training Hub |
| **Essential** | **Desirable** |
| **Skills** | |
| * Motivational and negotiating skills to encourage collaborative working. * Competent with Microsoft products with the ability to present effectively for a range of audiences using Teams, Outlook, Word, Excel and PowerPoint. * Excellent interpersonal and communication skills. | * Demonstrate capability to plan over short, medium and long-term timeframes and adjust plans and resource requirements accordingly. |
| **Essential** | **Desirable** |
| **Behaviours and Values** | |
| * Ability to build relationships with a wide range of stakeholders. * Work as part of a wider team to foster a growth in culture of positive learning environment for all learners. | * Skilfulness in providing feedback which, at times, may be challenging and require negotiation of difficult conversations. * Ability to prepare and produce concise yet insightful communications for dissemination to a broad range of stakeholders, including those who are in a senior role |
| **Essential** | **Desirable** |
| **Personal Qualities** |  |
| * Enthusiasm, adaptable and ’can do’ attitude.      * Ability to listen to needs of others. * Self-motivated and a motivator of others * High expectations for quality |  |